

Message Text

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TAGS: OCON, AFSP, ASUP, ETEL

SUBJECT: LAW OF THE SEA CONFERENCE, GENEVA, MARCH 17 -

MAY 10, 1975 -- OFFICE SEATING, TELEPHONE, AND SPECIAL

FURNITURE AND EQUIPMENT ARRANGEMENTS

BONN FOR CEO/T WOELLERT

WITH REFERENCE PLAN SECOND FLOOR BOTANIC BUILDING; SEATING,
TELEPHONE AND SPECIAL FURNITURE AND EQUIPMENT REQUIREMENTS
FOR LOS OFFICES ARE AS FOLLOWS:

1. ROOM 219:

A. SEATING: AMBASSADOR JOHN R. STEVENSON.

B. TELEPHONES: ONE SWITCHBOARD EXTENSION AND ONE OUTSIDE
LINE, NEITHER TO RING IN OFFICE.

C. SPECIAL FURNITURE AND EQUIPMENT: ONE EXECUTIVE DESK
AND NUMBER OF VISITORS CHAIRS FOR MEETINGS.

2. ROOM 218:

A. MARGUERITE ZICCARDI (AMBASSADOR STEVENSON'S SECRETARY)

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AND BARBARA MILLER (PROFESSOR MOORE'S SECRETARY).

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B. EACH SECRETARY SHOULD HAVE CAPACITY TO ANSWER AND SIGNAL ALL TELEPHONES IN OFFICES OF AMBASSADOR STEVENSON (ROOM 219) AND PROFESSOR MOORE (ROOM 217). IN ADDITION, EACH SECRETARY SHOULD HAVE SEPARATE EXTENSION OF HER OWN.

C. TWO TYPIST DESKS, SEVERAL VISITORS CHAIRS AND TWO BAR LOCK CABINETS.

3. ROOM 217:

A. PROFESSOR JOHN NORTON MOORE.

B. ONE EXTENSION AND ONE OUTSIDE LINE, NEITHER TO RING IN OFFICE.

C. ONE EXECUTIVE DESK AND NUMBER OF VISITORS CHAIRS.

4. ROOM 216:

A. ROBERT HODGSON AND SHORT-TERM HIGH LEVEL OFFICIALS.

B. ONE EXTENSION.

C. ONE LARGE TABLE FOR SPREADING MAPS AND ONE OR TWO SMALL DESKS OR TABLES.

5. ROOM 215: PARTITION WITH DOOR FROM TOP TO BOTTOM (NORTH TO SOUTH) DIVIDING APPROXIMATELY ONE-THIRD ON LEFT (WEST) AND TWO-THIRDS ON RIGHT (EAST).

6. ROOM 215 LEFT SIDE:

A. GLENN YOUNG AND JAMES BROWN.

B. TWO INSTRUMENTS WITH SAME EXTENSION.

7. ROOM 215 RIGHT SIDE:

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A. HOWARD POLLOCK, JAMES STORER, ANTONIO MACONE AND GEORGE TAFT.

B. TWO TELEPHONE INSTRUMENTS WITH ONE EXTENSION AND TWO INSTRUMENTS WITH ANOTHER EXTENSION. EXTENSION NUMBER USED BY MR. POLLOCK SHOULD BE SAME ONE USED BY MS. BAUMGARDNER IN ROOM 207.

8. ROOM 214:

A. NORMAN WULF, ROGER HULL, JOHN DUGGER AND PETER BERNHARDT.

B. TWO INSTRUMENTS WITH DIFFERENT EXTENSIONS AND TWO INSTRUMENTS WITH ANOTHER EXTENSION -- A TOTAL OF FOUR INSTRUMENTS AND THREE EXTENSIONS.

9. ROOM 213:

A. AMBASSADOR DONALD MCKERNAN AND LOUIS SOHN.

B. ONE INSTRUMENT WITH ONE EXTENSION AND TWO INSTRUMENTS WITH ANOTHER EXTENSION -- A TOTAL OF THREE INSTRUMENTS AND TWO EXTENSIONS.

C. A THIRD TABLE OR SMALL DESK.

10. ROOM 212:

A. MILDRED A. CARTER (DOCUMENTS OFFICER) AND DELOISE POINDEXTER (DOCUMENTS ASSISTANT).

B. TWO INSTRUMENTS WITH SAME EXTENSION.

C. DOCUMENTS STORAGE FACILITIES (SHELVING, BOOKCASES AND/OR CABINETS), XEROX MODEL 3600 WITH SIXTY BIN COLLATOR AND LARGE WORK TABLE.

11. ROOM 211:

A. MARGARET GERSTLE, ROBERT MCKEW, GERALD KALLAS AND JOHN UNCLASSIFIED

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MARTIN.

B. THREE INSTRUMENTS WITH DIFFERENT EXTENSIONS.

12. ROOM 210:

A. THOMAS CLINGAN AND MORRIS BUSBY.

B. TWO INSTRUMENTS WITH DIFFERENT EXTENSIONS.

13. ROOM 209:

A. LILLIANA WILLIAMS AND TEN POOL SECRETARIES.

B. TWO INSTRUMENTS WITH DIFFERENT EXTENSIONS, ONE INSTRU-

MENT WITH PREVIOUS TWO EXTENSIONS PLUS ONE ADDITIONAL

EXTENSION, AND ONE INSTRUMENT WITH SAME OUTSIDE LINE AS IN ROOM 208.

C. ONE SMALL TYPIST DESK, TEN TYPIST STANDS WITH FOLDING LEAF OR LEAVES (OR TEN SMALL TYPIST TABLES) AND TWO SMALL TELEPHONE TABLES.

14. ROOM 208:

A. FREDERICK FLOTT, MYRON NORDQUIST AND JACK MCGINNESS.

B. TWO INSTRUMENTS WITH SAME EXTENSION, ONE INSTRUMENT WITH ANOTHER EXTENSION AND ONE OUTSIDE LINE (SAME AS IN ROOM 209).

15. ROOM 207:

A. ELEANOR WHALEY (MR. FRENCH'S SECRETARY), RITA JOHNSTON (REAR ADMIRAL MORRIS' SECRETARY) AND DORIS BAUMGARDNER (MR. POLLOCK'S SECRETARY).

B. THREE INSTRUMENTS WITH DIFFERENT EXTENSIONS (EXTENSION NUMBER USED BY MS. WHALEY SHOULD BE SAME ONE USED BY MR. FRENCH IN ROOM 206, EXTENSION NUMBER USED BY MS. JOHN-
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STON SHOULD BE SAME ONE USED BY REAR ADMIRAL MORRIS IN ROOM 206 AND EXTENSION NUMBER USED BY MS. BAUMGARDNER SHOULD BE SAME ONE USED BY MR. POLLOCK IN ROOM 215 LEFT SIDE.)

16. ROOM 206:

A. STUART FRENCH AND MAX MORRIS.

B. TWO INSTRUMENTS WITH DIFFERENT EXTENSIONS (EXTENSION NUMBER USED BY MR. FRENCH SHOULD BE SAME ONE USED BY MS. WHALEY IN ROOM 207 AND EXTENSION NUMBER USED BY REAR ADMIRAL MORRIS SHOULD BE SAME ONE USED BY MS. JOHNSTON IN ROOM 207).

17. ROOM 205:

A. FREDERIC DEROCHER AND PAUL AKE.

B. TWO INSTRUMENTS WITH SAME EXTENSION.

C. THREE BAR LOCK FILING CABINETS.

18. ROOM 204:

A. CONFERENCE ROOM.

B. ONE EXTENSION.

C. ONE LARGE CONFERENCE TABLE, CHAIRS AT TABLE AND ALONG WALLS, AND TWO MEDIUM SIZE TABLES FOR DOCUMENTS.

19. ROOM 203: PARTITION WITH DOOR FROM RIGHT TO LEFT (EAST TO WEST) DIVIDING IN HALF.

20. ROOM 203 TOP HALF:

A. MARK COLER, JAMES JOHNSTON AND KAY MCKEOUGH.

B. TWO INSTRUMENTS WITH SAME EXTENSION.

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21. ROOM 203 BOTTOM HALF:

A. PIERCE ELLIOTT, DAVID COOK, ROBERT MCMANUS AND ERNEST GRIGG.

B. TWO INSTRUMENTS WITH DIFFERENT EXTENSIONS AND TWO INSTRUMENTS WITH ANOTHER EXTENSION -- A TOTAL OF FOUR INSTRUMENTS AND THREE EXTENSIONS.

22. ROOM 202: PARTITION WITH DOOR FROM RIGHT TO LEFT (EAST TO WEST) DIVIDING IN HALF.

23. ROOM 202 TOP HALF:

A. VINCENT MCKELVEY, LEIGH RATINER AND REBECCA WRIGHT.

B. TWO INSTRUMENTS WITH SAME EXTENSION.

24. ROOM 202 BOTTOM HALF:

A. BERNARD OXMAN AND TERRY LEITZELL.

B. TWO INSTRUMENTS WITH DIFFERENT EXTENSIONS.

25. PASSAGE (EAST):

C. XEROX MODEL 4000.

26. PASSAGE (WEST):

C. COFFEE MAKERS (AND TABLES FOR THEM) AND ONE OR MORE OF

FOUR SMALL REFRIGERATORS TO BE SUPPLIED.

27. AREA BETWEEN STAIRS AND LIFTS:

A. WORK/WAITING AREA FOR LOCALLY HIRED CLERKS, MESSENGERS
AND DRIVERS.

B. TWO INSTRUMENTS WITH DIFFERENT EXTENSIONS.

C. TWO SMALL DESKS OR TABLES AND A NUMBER OF CHAIRS FOR
VISITORS AND STAFF. KISSINGER
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